



POSITION DESCRIPTION

Position: Community Engagement Lead (PREV.256)
Reports To: Manager, Community Engagement
Classification: Band E

CANCER COUNCIL VICTORIA

Every year, more than 39,000 Victorians will be diagnosed with cancer, and nearly 12,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**.

DIVISION / UNIT SUMMARY

The Prevention Division aims to reduce the risk of cancer in the Victorian population through social marketing, advocacy, professional training and providing advice based on the best available evidence. This involves action to affect individual behaviours and the broader physical and legislative environment to support health and wellbeing. Our programs include: Quit Victoria, SunSmart, Achievement Program, Screening Early Detection and Immunisation (SEDI), and the Food For Health Alliance.

Saving lives and equitably improving cancer outcomes through screening, early detection and immunisation is a key goal for Cancer Council Victoria, with a focus on:

- Develop, deliver, and evaluate initiatives to equitably eliminate cervical cancer
- Advocate for programs and initiatives that will address the growing burden of liver cancer
- Develop, deliver, and evaluate campaigns and programs to drive participation in bowel screening
- Advocate and deliver evidence-based initiatives that increase earlier detection of cancer

POSITION SUMMARY

Reporting to the Manager, Community Engagement, the Community Engagement Lead is responsible for developing, implementing and evaluating innovative and engaging cancer screening, early detection and HPV immunisation initiatives targeting priority population groups. These include (but not limited to) Aboriginal and/or Torres Strait Islander Peoples, culturally and linguistically diverse populations, communities affected by social and economic disadvantage, people with disabilities and those who identify as LGBTIQ+. This involves collaborating with key stakeholders across Victoria who reach individuals from these priority groups to develop and implement community-based and workforce development initiatives. The role supervises community engagement staff as required.

RESPONSIBILITIES

Program Coordination

- Coordinate the development, implementation, and evaluation of evidence-based projects to support the Victorian Cancer Screening Partnership.
- Identify opportunities to reach priority population groups through innovative and culturally relevant community-based programs.
- Develop, implement, monitor and evaluate community programs for priority population groups relating to cancer screening, early detection and HPV immunisation.
- Collaborate with SEDI's Primary Care Engagement team, colleagues from the Centre for Behavioural Research in Cancer and other key portfolio areas and provide advice regarding community knowledge gaps, barriers to cancer prevention, how to engage priority population groups.
- Coordinate with SEDI's Media and Communications team to develop community awareness campaigns as well as the production and provision of relevant messaging, information and resources catering to the needs of priority population groups.
- Develop and deliver training workshops, presentations and community forums.
- Represent Cancer Council Victoria at community events.
- Ensure that community engagement and co-design principles are embedded in project design and implementation of interventions.
- If required, lead and manage staff including monitoring progress against priorities, conducting performance reviews and recruitment

Stakeholder Engagement and Communication

- Develop and maintain collaborative working relationships with internal and external stakeholders, including relevant community peak bodies, government departments and other stakeholders at local and state levels.
- Maintain a positive image, profile and reputation for Cancer Council within communities and organisations delivering programs and support to priority population groups.
- Identify and act upon opportunities for leadership and knowledge sharing in cancer prevention and public health at relevant local, state and national forums.
- Ensure strategic alliances and partnerships are developed and independently maintained with other Cancer Council Divisions and with other health, community, and academic organisations.
- Represent Cancer Council Victoria on relevant state and national committees, working and advisory groups.

Evaluation, Monitoring and Reporting

- Together with support from the Centre for Behavioural Research in Cancer coordinate the evaluation of community programs to determine outcomes and effectiveness and ensure that all evaluation results contribute to continuous improvement of programs.
- Monitor and ensure project expenditure is within set budget limits including development of budgets for individual projects.
- Prepare and/or contribute to written reports and articles, including reports to funding bodies and key stakeholders; progress and evaluation reports, newsletters, conference abstracts and publications.

Such other duties as directed and consistent with an employee's level of skill, competence and training.

KEY SELECTION CRITERIA

Essential Criteria

Qualifications, Experience, Knowledge and Skills

- A tertiary degree in public health, health promotion, community development or a related field.
- Demonstrated experience in project management, implementation and evaluation in community development, health promotion or related fields, including the development and delivery of community facing training and education programs.
- Experience working with priority population groups, such as Aboriginal and/or Torres Strait Islander Peoples, culturally diverse groups, people with a disability, LGBTIQ+ communities, or communities affected by social and economic disadvantage.
- Proven ability to initiate and implement innovative health promotion strategies in the community health sector, including a focus on priority population groups.
- Excellent stakeholder management skills including the ability to develop, maintain and lead strong collaborative partnerships with individuals and groups.
- Excellent communication skills including the ability to present information simply and clearly in written and verbal forms to a wide range of professional and community groups.
- High level organisational and time management skills including the ability to effectively coordinate multiple partnerships and projects concurrently.
- Ability and willingness to work independently and demonstrate a high level of initiative.

Desirable Criteria

- A training qualification, such as Certificate IV in Training and Assessment
- Knowledge of cancer screening and immunisation programs

Special Requirements

- Non-smoker
- Victorian Driver's License
- Willingness to travel to regional Victoria
- Right to work in Australia
- Satisfactory completion of National Police Check